

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140028-2

Classification

CONTROL NO.

# REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/SIWA-6

1. TITLE OF REPORT (if a fill-in report include Form No.)

Certification that HHB ☐ was Read

2. TYPE  
OF  
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

☒

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-annual

6. DISTRIBUTION (No. of components not  
number of copies)

1

7. FORMAT (memorandum, form  
computer print-out, etc)

Memo

8. ADP PROCESSING

YES

☒ NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

HR ☐

STAT

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

C/SIWA

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

0

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	<input checked="" type="checkbox"/> COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	<input checked="" type="checkbox"/> COST PER YEAR
6	\$4.00	0.25	\$1.00	2	\$2.00